**FIRST AND LAST NAME**

**Full Postal Address**

**Email Address | Telephone Number**

**PROFESSIONAL PROFILE**

In no more than 4 – 5 sentences, outline your interest in the role, your professional goals and why the organisation should hire you. Label yourself in a way that is appropriate to the role you are applying for. Remember, employers want to hire people that will contribute and add value to their organisation. Use this space to explain: who you are, what you can bring to the table and your career aims. You should tailor your CV to match the requirements of each job you apply for.

**EMPLOYMENT HISTORY**

**Job title, company name, (dates of employment in brackets e.g. April 2012 – August 2015)**

* Under your job title, outline the key responsibilities you held in bullet points
* Lead with the skills listed in the job specification, even if you did less of these in your previous job
* If the company is a bit obscure, make one bullet point an explainer about what they do
* Think about the role you’re applying for and keep details relevant to the prospective employer
* Recruiters recommend including between 3 - 5 bullet points per job
* Include some factual information on how you positively impacted the business. For example, did you win a performance based award? Or did you increase company revenue? If so, by how much?
* Remember to provide examples to back up any claims you make about your skills and abilities

**Job title, company name (dates of employment e.g. February 2011 – March 2012)**

* List your employment history in reverse chronological order, with your most recent job first

**EDUCATION**

As a general rule, put the most recent and relevant qualification first. If you are a graduate applying for your first graduate job, consider listing your education under your personal statement.

**BA (Hons) 2:1, subject name, university name (dates of course e.g. September 2007 – July 2010)**

Only add in further information if the context of your course is relevant to the role you’re applying for.

**A Levels (dates of study e.g. September 2005 – June 2007)**

School or college name

Subject Name – grade e.g. A

Subject Name – B

Subject Name – ~~F~~ – only include grades for subjects that you passed.

**GCSEs (dates of study e.g. September 2000 – July 2005)**

School name

9 GCSEs, graded A\* - C, including Maths, English and Science

**ADDITIONAL SKILLS**

* This is an opportunity to list any additional skills, qualifications or other information that makes you stand out from the crowd. For example, voluntary work.
* List all training, relevant awards and membership of professional bodies that will strengthen your application, including dates these awards were received.
* Also list your computer skills here. For example, if you can use: Microsoft Office, Adobe software, Apple programmes, JavaScript, SEO etc., now is your chance to highlight it.

Remember: you only have 2 pages to include all of the above, so be relevant, concise and make it count.